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Executive Director:
James D. Bethke

July 6, 2012

<SALUTATION> <NAME>

<TITLE>

<County> County

<Address>

<City>, Texas <ZIP>

Re: Indigent Defense Expenditure Report (IDER) Procedure Manual for Fiscal Year 2012

Dear <SALUTATION> <Last Name>,

Please find enclosed the **Procedure Manual for the Indigent Defense Expenditure Report (IDER) Fiscal Year 2012**. This manual will provide you with all of the information necessary to accurately complete and submit the annual IDER by the deadline of **November 1, 2012**. Government Code §79.036(e) requires county auditors (or treasurers, if there is no county auditor) to provide information to the Texas Indigent Defense Commission (Commission) regarding the expenditures related to legal services provided to indigent criminal defendants during each fiscal year. This statutory report must be completed regardless of whether a county receives grant funds. Counties that have special reporting conditions will also receive a supplemental instruction manual. The IDER is submitted online by following the instructions provided in the enclosed manual. Each financial officer has a unique user name and password. Instructions on how to log in, reset a password and obtain login information are available at <http://tidc.tamu.edu>.

The only substantive change in the FY2012 report instructions is the removal of the category of **"Payment Made, No Charges Filed."** This change will not affect most counties. If a county needs to report a case where they made a payment and there is no court identifiable, please contact Commission staff to discuss the proper category.

In addition to the statutory requirement, counties receiving grant funds must submit the IDER to receive their fourth quarter formula grant payment.

Please call Bryan Wilson at the Commission office, toll free in Texas, at (866) 499-0656 if you have any questions about the IDER.

Sincerely,
Bryan Wilson
Grants Administrator

Phone: 512.936.6994 • Fax: 512.463.5724